Application Submission Job Aid

This job aid will provide instructions and tips on how to prepare for and submit an Application to CMS' RDS Center for processing.

The key to the Application process is starting early. Users of the RDS Secure Website must be given ample time and the correct system permissions to perform the steps in the Application process. The Application steps need not be completed in numerical order, but it is important to begin the Application process, and for users to complete the steps as they become available. Awareness of the Application deadline, completion of the steps, and submission of the Valid Initial Retiree List are key elements of a timely Application submission.

User Roles and Actions

The Application Submission process requires the participation of several user roles to complete the nine steps prior to the expiration of Application Deadline. The Account Manager, Authorized Representative, and Actuary roles are each essential to the Application Submission process. There are certain Application steps that can only be performed by one user role. For example, only the Authorized Representative can sign the Plan Sponsor Agreement and submit the Application, and only an Actuary can attest the Benefit Options.

The Account Manager's central duty is to oversee the Application Submission process, and to complete steps when applicable.

The Account Manager or Authorized Representative has the option of assigning Designees to complete certain steps in the Application process, using the RDS Secure Website. Designees must complete Registration through the RDS Secure Website prior to taking action on any Application steps. For more information on Designees setup, review Chapter 6: Applying For the RDS Program in the RDS User Guide.

An active RDS Secure Website user account is required to complete the Valid Initial Online Application. Regardless of the user role, verifying access to the RDS Secure Website should be done as soon as possible in the Application Submission process.

If you forget your Login ID, contact CMS' RDS Center Help Line. To reset a forgotten or expired password, select the Forgot Password link on the RDS Program Website.

Valid email addresses are essential for communication with CMS' RDS Center. Plan Sponsors should verify email addresses prior to reassigning the Account Manager or Authorized Representative user role, adding a Designee, or assigning an Actuary. Email addresses can be changed using Manage User Information on the RDS Secure Website.

Valid answers to the account security questions should be kept current in the system. The security questions must be answered by the Authorized Representative in order to complete the Plan Sponsor Agreement in Step 8 of the Application process.

Reassignment and Registration Timing

Plan Sponsors should be aware of their Application Deadline and ensure all of their user roles are registered and active in the RDS Secure Website. If an Authorized Representative, Account Manager, or Actuary has not registered, a warning message will appear on the Application Status screen:

Since the Application cannot be submitted by the Authorized Representative until after the Actuary has attested the Application, Actuary registration and validation are crucial to the Application process.

Registration can begin after the new or reassigned user receives the RDS invitation email. It may take CMS' RDS Center up to 3 business days to validate the user's registration information.

The Plan Sponsor must reassign the user role of any individual who is no longer functioning in that user role.

Application Steps

The following table displays the Application steps and corresponding user roles and actions:

Application Submission Step	User Role Responsible	Action
Create an Application	Authorized Representative or Account Manager	Define Plan Year Start, Plan Year End Date, and Plan Name
Step 1: Application Number	System-generated	N/A
Step 2: Benefit Option	Authorized Representative, Account Manager, or Designee (if assigned privilege)	Define the Benefit Options to be established in the RDS Secure Website
Step 3: Assign Actuary	Authorized Representative, Account Manager, or Designee (if assigned privilege)	Assign an Actuary to attest the Application
Step 4: Attestation Summary	Actuary	Attest the Application

Application Submission Step	User Role Responsible	Action
Step 5: Electronic Funds Transfer (EFT)	Authorized Representative, Account Manager. or Designee (if assigned privilege)	Define Bank and Electronic Funds Transfer method
Step 6: Payment Frequency	Authorized Representative, Account Manager, or Designee (if assigned privilege)	Define frequency of CMS' RDS Center payments to the Plan Sponsor
Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources	Authorized Representative, Account Manager, or Designee (if assigned privilege)	Define the Plan Sponsor's Electronic Data Interchange (EDI) Methods and Sources
Step 8: Plan Sponsor Agreement	Authorized Representative	Read and sign the Plan Sponsor Agreement and submit the Application
Step 9: Valid Initial Retiree List	Dependent on EDI Methods and Sources defined in Step 7, and can vary by Benefit Option	Submit an Initial Retiree List to CMS' RDS Center

Application Deadline

A Retiree Drug Subsidy (RDS) Application consists of both a Valid Initial Online Application and a Valid Initial Retiree List. To submit a timely RDS Application for a given Plan Year, a Plan Sponsor must submit a Valid Initial Online Application AND a Valid Initial Retiree List prior to the expiration of the Application Deadline. A Plan Sponsor Application that fails to meet these requirements is not timely and the Plan Sponsor will receive a notification that its Application has been denied.

For more information about the Application Deadline, including what is required to be submitted by the Application Deadline, go to: Important Application Deadline Information.

The Application Deadline, the Valid Initial Online Application Submitted Date, and the Valid Initial Retiree List Received Date can be viewed on the Application Status page of the RDS Secure Website:

Select the Application Plan Year

The Plan Year Start Date should be selected with the Application Deadline in mind. If the Application Deadline is missed, an entirely new Application with a later Plan Year Start Date should be initiated. The new Application should have an Application Deadline that can be met. For purposes of the RDS Program, a Plan Year is considered any period of time a Plan Sponsor designates in its Valid Initial Online Application, as long as it does not exceed a 12-month period.

Request an Application Deadline Extension

Plan Sponsors may request one 30-day Application Deadline Extension prior to the expiration of the original Application Deadline. If a Plan Sponsor's Application Deadline is approaching, it is highly recommended that they request the Application Deadline Extension. For more information about the Application Deadline, including what is required to be submitted by the Application Deadline, go to: Important Application Deadline Information. To request an Application Deadline Extension, click the Application Deadline Extension link on the Application Status page:

Completing the Application

After Step 1 through Step 7 have been completed, the Application may be submitted by the Authorized Representative signing the Plan Sponsor Agreement in Step 8 of the Application. For information about signing the Plan Sponsor Agreement and submitting the Application, review Step 8: Plan Sponsor Agreement in the RDS User Guide.

If the Authorized Representative has not completed the RDS Secure Website registration process, review RDS Secure Website User Roles And Other Program Stakeholders in Chapter 3 of the RDS User Guide.

Note: The Authorized Representative is the ONLY individual who can sign the Plan Sponsor Agreement and submit the completed Application to CMS' RDS Center.

Set Up and Format a Valid Initial Retiree List

Plan Sponsors that submit retiree lists using the Plan Sponsor Mainframe, Vendor Mainframe, or Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR) will be unable to submit retiree files until the appropriate connections to CMS' RDS Center are established and tested. Plan Sponsors should be considerate of the timeframes associated with establishing connectivity to CMS' RDS Center, to ensure a Valid Initial Retiree List is received by CMS' RDS Center by the Application Deadline.

Alternatively, the Plan Sponsor can select RDS Secure Website to RDS Center as the Retiree List Submission Method and Retiree List Response Method in Step 7. This allows the Plan Sponsor to upload the Valid Initial Retiree List to the RDS Secure Website using the Upload Retiree File page. This Retiree List Submission Method requires no setup time. After the Application is approved, the Plan Sponsor can change their EDI method and source to Plan Sponsor Mainframe, Vendor Mainframe, or Coordination of Benefits (COB): Voluntary Data Sharing Agreement (VDSA) or Mandatory Insurer Reporting (MIR) to send retiree lists. Changing EDI methods and sources after Application approval will have a direct impact on Weekly Notifications. A coordinated process between the Plan Sponsor and the Plan Sponsor Partner (EDI source) is necessary to associate existing Qualified Covered Retirees with the new EDI source. For more information on Changing Plan Sponsor Partners on Applications with Qualifying Covered Retirees, review the EDI Methods and Sources Job Aid.

Each Beneficiary (retiree, spouse, or dependent) should have at least one detail record or row in the Valid Initial Retiree List. If a Beneficiary has more than one coverage period or Benefit Option, a record must be sent for each Benefit Option and Subsidy Period combination.

For additional information on the Valid Initial Retiree List, review Chapter 7: EDI Exchanging Beneficiary Information with CMS' RDS Center in the RDS User Guide.

Submission Time Frames

If you are submitting files using a Plan Sponsor Mainframe or Vendor Mainframe to RDS Center Mainframe:

- For organizations with an existing AT&T Global Network Services (AGNS) account and an existing connection to CMS' RDS Center, **the setup takes 1 to 2 weeks.**

- For organizations with an existing AGNS account, but no existing connection to CMS' RDS Center, **the setup takes 1 to 2 months**.

- For organizations without an AGNS account, **the setup takes 2 to 3 months**.

If you are submitting a VDSA or MIR through CMS' COB Contractor, the usual timeframe for completing the agreement and testing is **60 to 90 days** for new agreements**.**